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**From:** Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JAMES.HANCHETT]  
**Sent:** 10/18/2012 12:17:02 PM  
**To:** Burns, Nancy (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Nancy.burns640]  
**Subject:** FW: Online training course approval request

Hi Nancy,

Is this OK or is there a Form that Rebecca needs to fill out?

Thanks,

Jim Hanchett  
Department of State Police  
Amherst Drug Lab  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, MA 01003  
Phone 413-545-2607  
Fax 413-545-2608  
Cell [REDACTED]

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**From:** Pontes, Rebecca (DPH)  
**Sent:** Thursday, October 18, 2012 7:57 AM  
**To:** Hanchett, James (DPH)  
**Cc:** Brooks, Nancy (POL)  
**Subject:** Online training course approval request

Dear Nancy Brooks,

I would like to request approval to participate in an online training course. The course is provided free to public lab employees. It is provided by West Virginia University. The course title is Forensic Mass Spectrometry – Public Lab Employees, course number 201208. It is a non credit course with an average completion time of 35 hours. The instructor is Samantha Neal. The course must be completed by February 28, 2013. There is Penalty Fee of \$30 for those who do not access or complete the course in the allotted time. Below is the website link to the course description.

<http://continuinged.wvu.edu/courses/course.php?cid=24>.

Thank you,

Rebecca Pontes  
Department of State Police  
Amherst Drug Laboratory  
637 North Pleasant Street  
Amherst, MA 01003  
413-545-2607 lab  
413-545-2608 fax  
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